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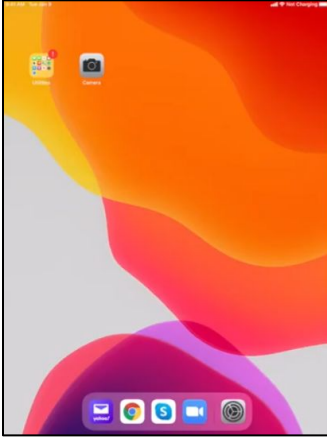
How To Join a Zoom Meeting
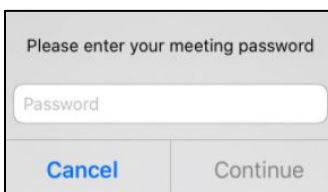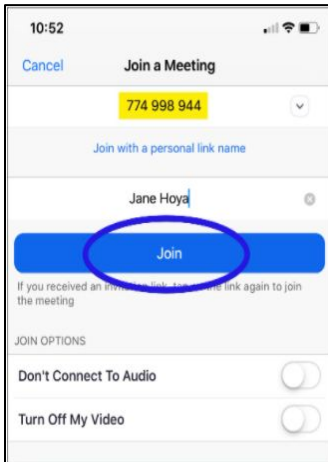
You will need the following:
- The Zoom Meeting ID
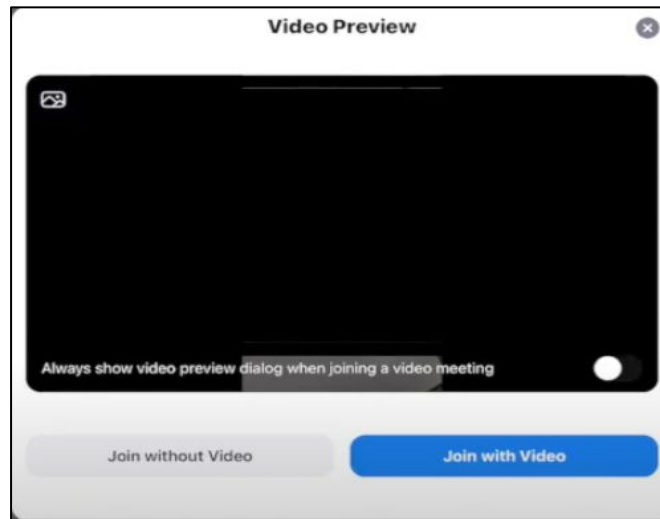- The Zoom Meeting Passcode
- A Wifi Connection

If someone has given you an HTML link to join the meeting, please ask them for the meeting ID and Password to use this video. Zoom does not require you have an account created to join a meeting.

To Join a Meeting

1. Start by unlocking the device using the code that was given to you upon receiving the ipad.

2. Locate the Zoom icon and click to open.

3. Once the program is open:
   a. Click on the blue button titled "Join a Meeting".
   b. Type your Zoom Meeting ID in the field titled "Meeting ID".
   c. Type your name that will appear when you join the meeting by clicking in the field below "Join with a personal link name".
   d. Locate and click the "x" on the right side of the field then type in the name you would want to appear when you join the meeting.

4. Below the blue "Join" icon are join options:
   a. Don't Connect to Audio - Toggle this if you don't want to be heard.
   b. Turn Off My Video - Toggle this if you don't want to be seen.

5. Click the blue "join button" when you are ready to join the meeting.

6. A window will appear with the prompt to "Please enter your meeting passcode" if a passcode was created by your host. Enter the passcode in the field provided and press continue.
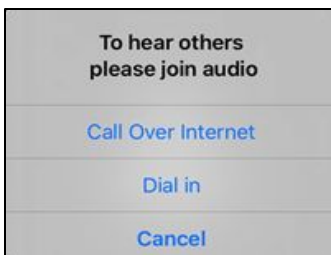
Example: 873085

Display Setting While In Meeting

1. You will be given the option to join with or without video. Select whichever option you prefer.

2. You are now in the meeting - other participants may already be active when you join the meeting.
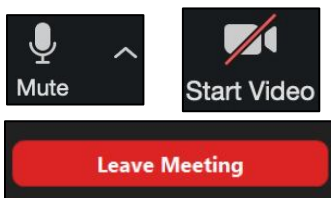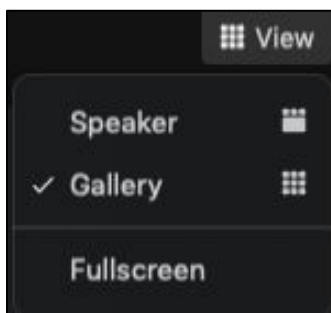

Enabling Audio

1. To enable your microphone Click on "Call Over Internet".

Adjusting Settings While in The Meeting:

2. Click on the screen to reveal the tool bar. Here you can:

3. Click Microphone icon to Mute and Unmute.

4. Click the camera icon to turn start or

    stop your video.

5. Click the View icon to switch views. Gallery View allows you to see more than one participant.

To Leave The Meeting:

1. Locate and click the red "Leave" button in the upper left corner of the screen.

2. Click "leave meeting" to end your session.